

OFFICE OF THE ILLINOIS ATTORNEY GENERAL
Procurement Policy Compliance and Monitoring Board
MEETING MINUTES
Wednesday, January 24, 2018

The Procurement Policy and Compliance Monitoring Board met in public session on **Wednesday, January 24, 2018** in the James R. Thompson Center, 100 West Randolph Street, and in the Illinois Attorney General's main office, 500 South Second Street, Room 214, pursuant to notice.

Karla Schreiber, Chairperson called the meeting to order at 2:04 p.m.

ROLL CALL

Board members present (4):

Springfield: Pam Blackorby, present
Tad Huskey, present

Chicago: Karla Schreiber, present
Sam Dorger, present

Other staff: Melissa Mahoney, Chief Purchasing Officer
Eileen Baumstark-Pratt, Board Secretary
Lisa Hennelly

Approval of minutes from the meeting held on November 29, and December 21, 2017
PPCMB meeting

Karla Schreiber, Chairperson asked the Board to review and approve the November 29, and December 21, 2017 Procurement Policy Compliance and Monitoring Board (PPCMB) meeting minutes. Sam Dorger moved and Pam Blackorby seconded the motion and by unanimous vote the minutes from the meeting held on November 29, and December 21, 2017 were approved.

The motion carried on the following voice vote:

Yeas: Karla Schreiber, Pam Blackorby, Sam Dorger and Tad Huskey

Old Business

Karla Schreiber, Chairperson asked if there was any old business to report. No comments were received.

New Business

2018 SANE Clinical and On-Line Training

Melissa Mahoney, CPO, explained the Sexual Assault Nurse Examiner (SANE) Coordinator submitted a request to secure an intergovernmental agreement with SIU to support the SANE trainings in 2018. The training categories are: 40-hour Adult/Adolescent (AA) SANE didactic training; 40-hour Pediatric/Adolescent (PA) SANE didactic training; and 16-hour Clinical SANE training. Services being requested include: an on-line training platform, continuing education units (CEUs), space for standardized patient clinical training and standardized patients.

Melissa explained, last year the Office entered into intergovernmental agreements to provide the services described above. This current request consists of amending an existing agreement R9748, extending the expiration date from April 14, 2018 to September 30, 2018 and providing additional clinical training sessions.

Melissa further explained the Office will be entering into a new agreement R9936 to continue providing continuing education / training of nurse examiners, providing experimental learning simulations. The term for agreement R9936 commences February 1, 2018 through September 30, 2018. Office Services will execute these intergovernmental transactions with SIU the combined cost to cover 2018 services is \$16,010.00.

Karla Schreiber, Chairperson asked if there were any comments pertaining to the purchase. No comments were received by The Board members.

Purchase of SANE Training Resource Materials

Melissa Mahoney, CPO, explained the Division Chief Crime Victim Services and the SANE Coordinator submitted a request to purchase resource materials for individuals that attend the Adult/Adolescent Sexual Assault Nurse Examiner training sessions and for individuals that complete the clinical training requirements.

Melissa further explained three (3) quotes were secured from STM Learning, Inc., International Association Forensic Nurses, and Barnes & Noble Booksellers. Office Services will execute a purchase order with STM Learning, the vendor that provided the lowest quotes cost of \$7,795.00.

Karla Schreiber, Chairperson asked if there were any comments pertaining to the purchase. No comments were received by The Board members.

Purchase of Sexual Assault Evidence Collection Training Kits for SANE Program

Melissa Mahoney, CPO, explained the Division Chief Crime Victim Services and the SANE Coordinator submitted a request to purchase sexual assault evidence collection training kits for the Sexual Assault Nurse Examiner Program. The sexual assault evidence collection training kits are utilized during the Adult/Adolescent Sexual Assault Nurse Examiner didactic training, Pediatric/Adolescent Sexual Assault Nurse Examiner didactic training, the 2-day SANE Clinical training, the Foundation training and to provide Sexual Assault Patient Care in Emergency Room training as well as other training and outreach programs provided by the SANE Coordinator. These kits will allow clinicians to have hands on experience learning the proper methods to collect evidence during a medical forensic examination.

Melissa expounded, a quote was only obtained from SIRCHIE because they are currently the vendor that produces and provides the sexual assault evidence collection kits used by the State of Illinois Police. A kit from any other manufacturer would not meet the specifications of the kits that are utilized by clinicians throughout Illinois. Office Services will execute a purchase order with SIRCHIE in the amount of \$6,455.00.

Karla Schreiber, Chairperson asked if there were any comments pertaining to the purchase. No comments were received by The Board members.

Mitratesh TeamConnect Software Application Upgrade Services

Melissa Mahoney, CPO, explained the Chief Technology Officer submitted a request to complete the Mitratesh TeamConnect Software Application Upgrade Project. This project was first introduced to the PPCMB in February 2017 to secure support services from Mitratesh to perform a TeamConnect software application system upgrade from version 3.4 to version 5.0. The office entered into contract with a term end-date of December 31, 2017.

Melissa further explained the software application upgrade project was not completed prior to the contract expiring. The Chief Technology Officer reviewed the project thoroughly and engaged in brief discussions with Mitratesh, the sole source vendor. It was determined that an additional \$15,000.00 would be required to complete this upgrade.

The original contract was executed at a total cost of \$116,895.00. The overall project cost, inclusive of this request will fall below the original contract value. Office Services will submit a recommendation to secure a new contract with Mitratesh for the purpose of completing this project. The total anticipated cost is \$15,000.00.

Karla Schreiber, Chairperson asked if there were any comments pertaining to the purchase. No comments were received by The Board members.

Furniture Purchase for the Metro East Regional Office

Melissa Mahoney, CPO, explained the office is in the process of amending the Metro East Regional Office lease to increase the amount of square footage to accommodate the expanding operation. The OAG will be adding five offices and three more support staff workstations.

Melissa further explained Office Services secured three (3) quotes from Atlas Stationers,

Midwest Office Supply and Staples. Office Services secure the equipment itemized on the purchase order from Staples, the vendor that provided the lowest overall cost of \$9,878.63. An order will be placed once the lease amendment is executed.

Karla Schreiber, Chairperson asked if there were any comments pertaining to the purchase. No comments were received by The Board members.

Public Comment:

Karla Schreiber, Chairperson asked if there were any public comments. No public comment.

Adjournment:

There being no further business to come before the PPCMB Board, Sam Dorger moved and Pam Blackorby seconded that the meeting adjourn.

The motion carried by the following voice vote.

Yeas: Karla Schreiber, Sam Dorger, Tad Huskey and Pam Blackorby

The meeting adjourned at 2:13 p.m.